

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



August 4, 1995

ALL COUNTY LETTER NO. 95-40

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CAL-LEARN COORDINATORS
ALL COUNTY GAIN COORDINATORS
ALL ADOLESCENT FAMILY LIFE PROGRAM DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CAL-LEARN PROGRAM QUESTIONS AND ANSWERS

REFERENCE: ALL-COUNTY LETTER NO. 94-16

A variety of questions have arisen from local agencies regarding the implementation and administration of the Cal-Learn Program. This letter transmits an enclosure that addresses many of these concerns.

If you have any questions regarding this letter, please contact your county's Cal-Learn Program analyst at (916) 654-1424.

Sincerely,

BRUCE WAGSTAFF
Acting Deputy Director
Welfare Program Division

Enclosure

GENERAL PROGRAM QUESTIONS

1. WHILE CAL-LEARN IS PART OF THE GAIN PROGRAM AND IS THE COMPONENT FOR ALL PREGNANT AND PARENTING TEENS UNDER AGE 19 ON AFDC, CAL-LEARN DIFFERS FROM GAIN. WHAT ARE THE DIFFERENCES BETWEEN THE CAL-LEARN PROGRAM AND GAIN?
 - A. Cal-Learn is a required GAIN component for pregnant and parenting teens under the age of 19 who have not obtained a high school diploma or its equivalent. Even though Cal-Learn is a part of the GAIN Program, there are several significant differences.
 - (1) Unlike GAIN, the Cal-Learn Program is an entitlement. All eligible teens are required to participate in Cal-Learn unless exempt. A teen who is exempt from Cal-Learn is exempt from the GAIN Program and cannot volunteer to participate in Cal-Learn or any other GAIN activity.
 - (2) GAIN sanctions do not apply to Cal-Learn teen parents. Instead, a teen in Cal-Learn is eligible to receive a \$100 bonus or be subject to a \$100 sanction up to four times in a 12-month period based on school progress. In addition, upon graduation from high school or its equivalent, the teen receives a \$500 bonus.
 - (3) GAIN conciliation does not apply to Cal-Learn teen parents. When a Cal-Learn teen is subject to a sanction, the case manager must take certain minimum actions within a defined 10-day time period before initiating a sanction. This process is called the "10-day reasonable efforts" period.
 - (4) The Cal-Learn Program does not include a contract between the teen parent and the county welfare department (CWD). A case plan, or individual service plan (ISP) is developed by the case manager with assistance from the teen parent.
 - (5) Cal-Learn is funded separately from GAIN.
2. CAN THE CAL-LEARN ORIENTATION BE SCHEDULED AROUND SCHOOL HOURS SO THE TEEN DOES NOT MISS CLASS? CAN ORIENTATION BE PROVIDED IN THE HOME?

- A. Yes to both questions. The Cal-Learn orientation should be scheduled around school hours to avoid requiring the teen to miss class time. In addition, many counties will be providing individual orientations that could be held in the teen's home or at other sites that are agreeable with the teen and the case manager or the CWD employee (MPP 42-764.2).
- 3. A HIGH SCHOOL DIPLOMA IS NOT A CONDITION OF AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) ELIGIBILITY. HOW WOULD CWDs IDENTIFY THIS POPULATION?
 - A. While a high school diploma is not a condition of AFDC eligibility, enrollment in school or participation in GAIN is a requirement for teens age 16 through 18. This information is listed on the statement of facts (JA 2) which every applicant completes when applying for aid.
- 4. WHAT HAPPENS WHEN THE TEEN IS IN ONE AU AND HER BABY IS IN ANOTHER AU? WILL THIS TEEN BE ELIGIBLE FOR THE CAL-LEARN PROGRAM?
 - A. No. To be eligible for the Cal-Learn Program, the teen must be in the same AU as her child. If the child is in a different AU, the teen parent will not be eligible to participate in Cal-Learn.
- 5. CAN A CAL-LEARN TEEN ENROLL IN AN ADULT EDUCATION PROGRAM?
 - A. California Education Code Section 52610.5 states that "...any minor, regardless of age, who is pregnant or is a parent actively engaged in raising one or more of his or her children, is eligible to enroll in any adult education course or class."
- 6. WILL IT BE LEFT UP TO THE CWD TO DETERMINE WHAT INFORMATION IS NEEDED TO APPROVE A RECOMMENDATION FROM A CONTRACT CASE MANAGER REGARDING BONUSES, SANCTIONS, EXEMPTIONS, DEFERRALS AND GOOD CAUSE DETERMINATIONS?
 - A. Each of these actions have certain specific requirements within the Cal-Learn regulations. As long as the CWD acquires the minimum information required, the CWD may expand the information required from the contracted case manager. However, additional information requested by the CWD from the case management contract agency should be spelled out in the contract.

PROGRAM PARTICIPATION

1. WOULD A 16 OR 17 YEAR OLD PREGNANT OR PARENTING TEEN WHO IS RECEIVING AFDC AND NOT ATTENDING SCHOOL REGISTER FOR GAIN?
 - A. All pregnant and custodial teen parents who are receiving AFDC and who do not have a high school diploma or its equivalent are GAIN registrants and must participate in the Cal-Learn Program. Cal-Learn is part of the GAIN Program. (MPP 42-763.1)
2. EXPLAIN CAL-LEARN PARTICIPATION WHEN THERE IS MORE THAN ONE ELIGIBLE TEEN IN THE ASSISTANCE UNIT.
 - A. All eligible teens are required to participate in Cal-Learn. If there is more than one teen parent in the AU, each teen has a Cal-Learn case manager assigned, a case plan developed with a report card submittal schedule, and is provided necessary supportive services. Each teen is subject to the bonus and sanction requirements in MPP 42-766.6.
3. ARE AFDC TEENS WHO ARE SUBJECT TO THE REQUIREMENTS OF TRIBAL JOBS ELIGIBLE FOR THE CAL-LEARN PROGRAM?
 - A. No. Teens who are subject to the Tribal JOBS Program are not eligible for Cal-Learn.
4. WOULD AN UNDOCUMENTED TEEN PARENT WHOSE INFANT IS ELIGIBLE FOR AND RECEIVING AFDC BE ELIGIBLE FOR CAL-LEARN?
 - A. No. Since an undocumented teen is not eligible for AFDC herself, she does not meet the Cal-Learn Program requirements. Teens must be eligible for and receiving AFDC in order to be in Cal-Learn (MPP 42-763.111).
5. WOULD THE TERMINATION OF A PREGNANCY AFFECT A TEEN'S ELIGIBILITY FOR CAL-LEARN PARTICIPATION?
 - A. One condition of eligibility for Cal-Learn is that the teen be pregnant or a custodial parent. If the teen is no longer pregnant and has no other children, she is no longer eligible for Cal-Learn (MPP 42-763.114).
6. A TEEN IS PREGNANT WITH HER FIRST CHILD. THE FATHER-TO-BE IS UNDER 19, DOES NOT HAVE A HIGH SCHOOL DIPLOMA, AND WILL BE RECEIVING AFDC AS PART OF THE TEEN'S AU WHEN THE BABY IS BORN. CAN THE FATHER ALSO PARTICIPATE IN CAL-LEARN?

- A. The father-to-be cannot participate in Cal-Learn until he becomes a custodial parent and meets all other conditions of eligibility for Cal-Learn (MPP 42-763.1). However, if he is currently receiving AFDC, he may be required to participate in GAIN in another component.
7. IN ORDER FOR A TEEN TO BE ELIGIBLE FOR BONUSES, OR SUBJECT TO SANCTIONS, THE TEEN MUST PARTICIPATE IN CAL-LEARN FOR 90 DAYS. WHAT HAPPENS WHEN A TEEN LOSES ELIGIBILITY FOR AFDC DURING THE 90-DAY PARTICIPATION PERIOD, THEN RE-APPLIES AND IS RECEIVING AFDC AGAIN?
- A. If the break-in aid is less than 90-days, the time the teen participated in Cal-Learn before the break is counted toward the Cal-Learn 90-day participation period. If the break-in-aid is 90-days or more, the teen must begin a new Cal-Learn 90-day participation period before earning a bonus or being subject to a sanction (MPP 42-663.8 and 42-766.334).
- However, if the teen is deferred for any reason the 90-day clock keeps running.
8. A TEEN HAS BEGUN HER 90-DAY PARTICIPATION PERIOD IN CAL-LEARN IN COUNTY A, THEN MOVES TO COUNTY B. CASE MANAGEMENT SERVICES ARE AVAILABLE IN COUNTY B, HOWEVER, THE TEEN IS NOT ASSIGNED A CAL-LEARN CASE MANAGER FOR A MONTH IN COUNTY B. IS THAT MONTH COUNTED TOWARD THE 90-DAY PARTICIPATION PERIOD?
- A. A break in Cal-Learn participation is defined as either a break-in-aid, or a determination that the teen is exempt from Cal-Learn (MPP 766.334 (d) (1)). Unless the teen has been determined exempt from Cal-Learn during that month (lack of case management is not an exemption criteria under Section 42-763.2) the month would count as part of the 90-day participation period.
9. A CAL-LEARN TEEN HAS TRANSFERRED FROM COUNTY A TO COUNTY B DURING HER 90-DAY PARTICIPATION PERIOD. WOULD THE TEEN BEGIN THE 90-DAY PARTICIPATION PERIOD AGAIN IN COUNTY B?
- A. No. The teen would not begin the 90-day participation period again. She would be eligible for bonuses and subject to sanctions from the date her 90-day period began in County A.

10. WHAT IF A TEEN REFUSES TO PARTICIPATE IN CAL-LEARN?

- A. If a teen refuses to participate in Cal-Learn, does not attend orientation, cooperate with her case manager, or assist in the development of the report card schedule, the teen is still subject to the bonus and sanction requirements in MPP 42-766.6. When a teen does not attend orientation, the CL 2 (Program Requirements) and CL 3 (Participation Problem) are sent to the teen and the head of the AU (if not the teen). The case manager will develop a report card schedule using the best estimate of appropriate dates. Within thirty days after the CL 2 and 3 have been sent, the CL 8 (Notice of Report Card Submittal Schedule) is sent to the teen and head of the AU. If the teen does not submit report cards according to the report card schedule, the teen would be sanctioned.

However, it is the case manager's responsibility to continue to make contact with the teen and to make every effort to obtain the teen's cooperation.

11. WHAT IF A TEEN IS NOT ATTENDING SCHOOL?

- A. If a teen is not attending school the case manager still develops a report card schedule based on their best estimate of appropriate dates, and notices the teen and the head of the AU of the dates on the CL 8 (MPP 42-766.33). If the case manager is able to enroll the teen in a school program, the report card schedule can be revised to reflect more appropriate dates. If the teen does not turn in report cards according to the schedule, the teen is sanctioned.

12. UNDER WHAT CONDITIONS WOULD A TEEN BE EXEMPT FROM CAL-LEARN? WHEN SHOULD A REVIEW FOR EXEMPTIONS OCCUR?

- A. A teen is exempt from Cal-Learn only in the following circumstances (MPP 42-763.2):
- o A serious illness, injury or incapacity of the teen or the teen's child that prevents the teen from attending school full-time for more than 3 months.
 - o Expulsion from school and an alternative school cannot be arranged.
 - o Needed supportive services, or funding for these services, are not available for more than 3 months.
 - o The teen is a foster child receiving AFDC-FC.

A determination of program exemption can be made any time the teen meets the above requirements and should be reviewed at the end of the projected time period, upon request of the teen or head of the AU, but no less than every six months. If the case management is provided by an agency contracting with the CWD and the case manager initially determines the teen should be exempt from Cal-Learn, this recommendation must be finalized by the CWD.

13. EXPLAIN "SPECIAL NEED" AS IT RELATES TO CAL-LEARN DEFERRALS.

- A. A "special need" deferral would be granted in those unique circumstances when a teen parent was unable to meet program requirements or be successful in earning a high school diploma or its equivalent AND the restriction is beyond the teen's control.

14. CAN A TEEN PARENT DETERMINED EXEMPT FROM CAL-LEARN VOLUNTEER FOR THE PROGRAM?

- A. No. There is no ability to volunteer for Cal-Learn as there is in the rest of the GAIN Program.

15. UNDER WHAT CIRCUMSTANCES WILL A TEEN WHO IS ILL NOT BE REQUIRED TO PARTICIPATE IN CAL-LEARN?

- A. When a teen is ill for what is determined will be more than three months and has a written statement from either a physician or licensed or certified psychologist, the teen is exempt from the program. A teen would be deferred from Cal-Learn under the "special need" criteria if the illness is determined to be for three months or less and is documented by a physician, licensed or certified psychologist, licensed Marriage Family and Child Counselor (MFCC), or a Licensed Clinical Social Worker (LCSW). While deferred, the teen will continue to receive case management (if available). If home study or other special arrangements can be made with the school, the teen would not be eligible for exemption or deferral.

16. DOES A TEEN PARENT WHO IS EXPELLED FROM SCHOOL RECEIVE CASE MANAGEMENT?

- A. At the time of the expulsion, the case manager must assist the teen and her family in locating and enrolling the teen in another educational program. Only in those situations when a teen cannot enroll in another program would the teen be determined exempt from Cal-Learn, and no longer receive case management.

17. HOW WILL CAL-LEARN SANCTIONS WORK IN CONJUNCTION WITH OTHER SANCTIONS, SUCH AS IN THE GAIN PROGRAM?

A. Cal-Learn teens are subject to Cal-Learn sanctions based on report card performance. They are not subject to GAIN sanctions. However, if the AU contains both a GAIN participant and a Cal-Learn teen parent, the AU may be sanctioned an amount equal to a GAIN sanction and a Cal-Learn sanction if both participants fail to meet program requirements.

18. ARE TEEN PARENTS A FEW MONTHS AWAY FROM THEIR 19TH BIRTHDAY REQUIRED TO PARTICIPATE IN CAL-LEARN?

A. All teen parents under age 19, if otherwise eligible, are required to participate in Cal-Learn. The case manager assigned to a teen approaching her 19th birthday will assist her in the transition to either another GAIN component if she remains on AFDC, or into an independent living situation if she loses AFDC eligibility.

19. HOW LONG DOES IT TAKE TO OBTAIN GED RESULTS, AND WHAT SHOULD HAPPEN BETWEEN THE TIME THE TEST IS COMPLETED AND THE TIME TEST RESULTS ARE OBTAINED?

A. After the GED test is completed, it may take up to 30 days to receive official documents from the California Department of Education. If official documentation is required immediately, the examinee should contact the State GED office in writing and explain why test results must be processed quickly; the letter must include the examinee's name, birth date, social security number, and the date and location of testing. Test results, however, also may be obtained from the local testing center shortly after the test is completed. Examinees may request the testing center to forward test results to the case manager.

In any event, the teen should continue to receive case management and any necessary supportive services until the results are obtained.

20. WILL TEEN PARENTS WHO ARE WORKING FULL-TIME BE REQUIRED TO STOP EMPLOYMENT AND GO TO SCHOOL FULL-TIME?

A. Cal-Learn requires the teen to attend school full-time as defined by the school or program. This requirement does not prohibit the teen from also being employed, as long as they also meet the requirement for full-time school enrollment.

REPORT CARDS

1. WHAT HAPPENS WHEN THE REPORT CARD CONTAINS INCOMPLETE GRADES?

- A. There are two alternatives when the report card contains incomplete grades that will affect eligibility for a bonus or sanction. The CWD has the option to either review the card for purposes of applying a bonus or a sanction within 45 days after the date the incomplete report card was received by the case manager, or after the time period established by the school for students to complete course requirements. If the 45-day option is used by the county and a school allows a longer time to complete course work, the CWD must review any completed grades submitted after 45 days for purposes of a bonus or sanction. Whichever option is selected must be established county-wide.

When a teen submits a report card with a incomplete grade that would not affect eligibility for a bonus or sanction (e.g., six "A"s and one incomplete), the case manager would take the appropriate action under MPP 42-766.63 or .64 at the time the report card is submitted.

2. CAN LESS THAN FOUR REPORT CARDS BE REVIEWED FOR BONUS AND SANCTION PURPOSES EVEN IF MORE ARE ISSUED?

- A. No. When a school issues four or more report cards, the teen is required to submit the number issued but no more than four within a 12-month period.

3. WILL ALL GRADES BE INCLUDED FOR CALCULATIONS OF THE BONUS AND SANCTION? FOR EXAMPLE, WILL CLASSES LIKE WOODSHOP AND BAND BE COUNTED WHEN DETERMINING THE GRADE POINT AVERAGE?

- A. Any class that will be counted towards earning a diploma or its equivalent will be used to determine school progress under MPP 42-766.6.

4. IF A SCHOOL ISSUES LESS THAN FOUR REPORT CARDS, CAN THE SCHOOL DEVELOP ADDITIONAL REPORT CARDS FOR CAL-LEARN TEENS SO THEY CAN RECEIVE ADDITIONAL BONUSES?

- A. No. Only report cards that are routinely issued are to be used. Reports that are developed by a school for the purpose of increasing the number of bonuses a teen can earn must not be included on the report card schedule.

5. FOR THE PURPOSE OF DETERMINING A BONUS OR SANCTION, WHAT IF PROGRESS TOWARDS A GED IS INDICATED THROUGH OTHER THAN A REPORT CARD?
 - A. CWDs are to use whatever method the teen's school uses for the purposes of determining progress. This includes, but is not limited to, progress reports or GED tests which indicate grade level completion.
6. IN ALTERNATIVE SCHOOLS, A TEEN MAY GET 12 REPORT CARDS A YEAR. FOR THE PURPOSE OF A BONUS OR A SANCTION, HOW WILL A REPORT CARD SCHEDULE BE DEVELOPED?
 - A. The case manager will identify four of the 12 report cards issued to be used when determining progress for purposes of a bonus or a sanction. In determining the report cards to be used, the case manager can consider the length of time between reports to spread the bonuses throughout the school year or any other factor which would make the submission of one report card more appropriate than another.
7. HOW SHOULD CLASS CREDITS BE COUNTED WHEN DETERMINING A BONUS?
 - A. This should be done by using whatever method the teen's school uses to determine progress in school.

BONUS AND SANCTION

1. WHAT IF THE TEEN IS NOT ON AID WHEN A SANCTION OR A BONUS IS ISSUED?
 - A. If the teen is not on aid for one or both of the two months a sanction would have been imposed, the sanction for that month is dropped. If the teen is off aid the first month but returns the second month, the first month of the sanction would be dropped, and the second month's sanction would be applied. If the teen was on aid the first month and off aid the second the teen would receive a sanction the first month.

The \$100 bonus and the \$500 bonus are paid regardless of whether or not the teen or the AU is receiving aid when the check is issued as long as the teen is on aid the last day of the report card period or the teen took the high school equivalency exam.

2. WHAT IF THE TEEN MOVES OUT OF THE AU AND INTO ANOTHER AU PRIOR TO BEING SANCTIONED OR ISSUED A BONUS?

A. A sanction follows the teen parent to the new AU in which the teen resides at the time the sanction is applied. Even though the sanction was earned when the teen was living with the first AU, sanctions always follow the teen.

The \$100 bonus is paid to the AU of which the teen was a member when the bonus was earned. If a teen earns a bonus while part of one AU and then becomes part of a new AU before the bonus is actually paid, the first AU will receive the bonus.

Earning a bonus or sanction is defined as the last day of the report card period.

3. A TEEN'S REPORT CARD INDICATES SATISFACTORY PROGRESS. A BONUS OF \$100 IS PAID TO THE HEAD OF THE AU. LATER IT IS LEARNED THAT THE TEEN GRADUATED AND SHOULD HAVE RECEIVED THE \$500 BONUS. DOES THE CWD TREAT THE \$100 BONUS THAT WAS PAID TO THE AU AS AN OVERPAYMENT?

A. The AU would have an overpayment of \$100. The teen would be issued the full \$500 bonus for graduation.

4. HOW IS THE \$100 SANCTION APPLIED WHEN THE AFDC PAYMENT IS LESS THAN \$50 FOR THAT MONTH?

A. When the monthly grant is \$50 or less, the sanction for the month will be the amount of the grant up to \$50. If the grant is less than \$50, the difference between the grant and the sanction is not carried over to any subsequent month.

5. CAN THE TEEN RECEIVE FOUR \$100 BONUSES A YEAR AND THE \$500 GRADUATION BONUS?

A. Yes. The teen can receive up to four \$100 bonuses and the \$500 graduation bonus within a 12-month period. However, the teen is not eligible for both the \$100 bonus and the \$500 graduation bonus for the same report card period.

6. WHEN DOES THE TIME PERIOD FOR THE BONUS OR SANCTION BEGIN? CAN A TEEN ENTER THE CAL-LEARN PROGRAM ON JUNE 30 AND RECEIVE A \$500 BONUS FOR GRADUATION ON JULY 1?

A. A teen must complete the 90-day participation period before being eligible for a bonus or subject to a sanction. The teen is not eligible for the \$500 bonus until the 90-day participation period is completed.

7. THERE ARE TWO CAL-LEARN TEENS IN THE SAME AU. WITHIN THE SAME MONTH ONE TEEN RECEIVES THE BONUS AND THE OTHER TEEN IS SANCTIONED. IS THE BONUS OR THE SANCTION APPLIED FIRST?
 - A. The sanction would be applied first since it is taken from the aid payment. If one teen is being sanctioned and other teen bonused at the same time within the same AU the sanction must be applied first to the AU's aid payment prior to the aid payment being increased by the bonus, thereby assuring that the AU receives the full \$100 bonus.
8. A TEEN TURNS NINETEEN BEFORE GRADUATION. WILL THE TEEN RECEIVE THE \$500 BONUS?
 - A. To receive the bonus, the teen turning nineteen must graduate within the same month as their nineteenth birthday. If the teen turns nineteen before the month of their graduation, the teen would not be eligible for the \$500 bonus.
9. A TEEN REMAINS IN THE SAME ASSISTANCE UNIT THAT MOVES TO ANOTHER COUNTY AND CONTINUES BEING AIDED. WOULD A SANCTION OR BONUS FOLLOW THE TEEN?
 - A. Yes. The sanction or bonus would follow the teen through the intercounty transfer process if the teen continues to be in the same AU.
10. HOW WILL THE APPLICATION OF A BONUS OR SANCTION AFFECT THE COMPUTATION OF FOOD STAMPS?
 - A. When the bonus is paid and there is no other change affecting Food Stamp computation, there will be no change to the calculation for Food Stamps. Food Stamps are increased when an AFDC grant is reduced by a sanction.
11. ARE BONUSES APPORTIONED OVER TWO MONTHS LIKE SANCTIONS?
 - A. No. The \$100 bonus is a one-time lump-sum payment to the AU. The \$500 bonus is a one-time payment to the teen upon graduation.

GOOD CAUSE/REASONABLE EFFORTS

1. WHAT IF A TEEN SUBMITS A REPORT CARD AFTER THE 10-DAY PERIOD?
 - A. Case managers can only accept report cards that are submitted during the 10-day reasonable effort period under MPP 42-766.7. Report cards cannot be accepted after the end of the 10-day reasonable effort period even if the teen requests good cause. A sanction would be applied.
2. A TEEN LOSES A BOOK AND THE SCHOOL DOES NOT RELEASE THE REPORT CARD TO THE TEEN. IS THIS GOOD CAUSE FOR NOT APPLYING A SANCTION SINCE THE TEEN WAS NOT ISSUED A REPORT CARD?
 - A. If the teen requested a good cause determination at any time prior to the end of the 10-day reasonable effort period, the case manager would assess whether all of the events that prevented the teen's ability to submit the report card were beyond the teen's control.
3. IF A TEEN IS SANCTIONED AND THEN LATER FOUND TO HAVE GOOD CAUSE, IS THE SANCTION REVERSED AND IS THE TEEN ELIGIBLE FOR A BONUS?
 - A. A good cause request can be made at any time prior to the end of the 10-day reasonable effort period. After the 10-day reasonable effort period a sanction would be imposed. If a teen requests a good cause determination after the end of the 10 days, the request would be denied and the sanction will remain in effect. The teen would have to file for a CDSS hearing in order to have the sanction decision reviewed.

FORMS/NOTICES OF ACTION (NOAs)

1. WHO WILL RECEIVE THE NOAs?
 - A. A NOA must be issued in those instances where the action results in a discontinuance, termination, or decrease in supportive services or change in the manner or amount of payments to the participant. In these situations, the NOA must be adequate and timely. The Cal-Learn supportive services NOAs are issued to the teen parent. Any NOA changing the grant computation is issued to both the teen and head of the AU.

2. WILL A GENERAL INFORMING NOTICE BE SENT OUT ASKING ELIGIBLE TEENS TO IDENTIFY THEMSELVES?
 - A. The CWD may develop a general Cal-Learn informing notice to be given or sent to AFDC recipients and ask teens to identify themselves if they meet the minimum qualifications for Cal-Learn. However, the county is not mandated to send such a notice.
3. A GAIN TEEN PARENT IS MOVED INTO THE CAL-LEARN PROGRAM AND RECEIVES THE SAME EXACT SUPPORTIVE SERVICES. DOES THE CWD HAVE TO ISSUE ALL NEW CAL-LEARN NOTICES?
 - A. No. The CWD will issue Cal-Learn supportive services forms and NOAs when there are changes to current supportive services.
4. WHEN THE CL 9, CAL-LEARN NOTICE OF NO GOOD CAUSE DETERMINATION, IS COMPLETED, DOES THE CWD HAVE TO MAKE AN APPOINTMENT WITH THE TEEN? THERE ARE TIMES WHEN DUE TO "REASONABLE EFFORTS" THAT THE CASE MANAGER HAS ALREADY WORKED OUT A PLAN AND ANOTHER APPOINTMENT IS NOT NECESSARY.
 - A. No. If the case manager (CWD or AFLP contractor) had completed the "reasonable efforts" period, the CWD or case manager does not have to set an appointment with the teen.
5. CAN THE CASE MANAGER HAND THE CL 9 TO THE TEEN DURING "THE GOOD CAUSE INTERVIEW" RATHER THAN MAILING IT TO THE TEEN?
 - A. There is no requirement for an interview. A good cause determination is made upon request by the teen parent. If CWD staff perform case management services, the CL 9 can be given to the teen during a face-to-face meeting. However, if the CWD is contracting with another agency for case management services, the CL 9 can only be given to the teen after the CWD has made the final determination regarding good cause.
6. DOES THE CL 9, CAL-LEARN NOTICE OF NO GOOD CAUSE, HAVE TO BE SENT TO BOTH THE HEAD OF THE AU AND THE TEEN?
 - A. Yes. Regulations require notification of the cause determination be sent to the head of the AU and the teen because a good cause determination has the potential to affect the grant (MPP 42-768.22).
7. THE INSTRUCTIONS FOR THE CL 2 STATE THAT THE "CL 2 MUST ALSO BE ISSUED WITH THE CL 3, CL 8 AND NA CL BACK." SINCE SOME CWDs ARE AUTOMATED IN VARIOUS WAYS, SOME CWDs MAY WANT TO MANUALLY SEND THE CL 3 AND CL 8 SEPARATE FROM THE CL 2. WOULD THIS BE A PROBLEM FOR CDSS?

- A. The instructions on the CL 2 state, "If the teen parent does not attend the scheduled Cal-Learn Program orientation, send the CL 2 with the CAL-LEARN NOTICE OF PARTICIPATION PROGRAM (CL 3)." However, the CL 3 can be sent separately. The instructions for the CL 8 indicate that it must be sent with the CL 2. If the CL 2 has already been sent, the CL 8 does not need to be sent with the CL 2.

The CL 8 must be sent to the teen parent and the head of the AU within 30 days from either the date the teen parent attended orientation or the date the teen parent and the head of the AU were sent the CL 2.

8. DOES THE HEAD OF THE AU HAVE TO BE SENT A COPY OF THE CL 5, 6 AND 7 (SUPPORTIVE SERVICES OVERPAYMENT FORMS AND NOTICES)?
- A. No. Since these forms reflect actions that do not affect the grant, they only need to be sent to the teen.
9. DOES THE CL 10, CAL-LEARN NOTICE OF EXEMPTION/DEFERRAL HAVE TO BE SENT TO BOTH THE TEEN AND THE HEAD OF THE AU?
- A. Yes. Regulations require notification of both the head of the AU and the teen when there is an exemption or deferral (MPP 42-763.54).
10. THE INSTRUCTIONS FOR THE CL 11, CAL-LEARN NOTICE OF INCOMPLETE GRADES, STATE THE TEEN HAS 30 DAYS FROM THE DATE GIVEN TO TURN IN A REPORT CARD WITH COMPLETE GRADES. AREN'T TEENS GIVEN 45 DAYS?
- A. Yes. Teens have 45 days to turn in a completed grade (MPP 42-766.51).
11. WHAT NOA DO WE USE WHEN THE TEEN DID NOT MAKE ADEQUATE PROGRESS BUT HAD GOOD CAUSE?
- A. You will use the Adequate Progress Informing Notice (M42-766.632). Check the "Other" box and state next to the box that the teen had good cause for not making adequate progress.